



**City of Round Rock
Personnel Policy Modifications
October 2015**

The following outlines the modifications made to the City of Round Rock Policies & Procedures Manual. The changes are arranged by chapter and section for easy location. The changes to the manual were made to clarify certain areas, identify new benefits and clearly outline employee expectations. Please don't hesitate to contact HR if you have any questions about the contents of this document.

CHAPTER I GENERAL INFORMATION

SECTION 1: GENERAL OFFICE POLICIES

The change in this section addresses pay overage/pay shortage.

Pay Overage/Pay Shortage

- In the event a pay overage or pay shortage occurs on an employees' pay, it is the employee's responsibility to notify HR regarding the issue. In some cases, HR may identify the issue and contact the employee. For pay shortages, the City will issue reimbursements to the employee the pay period after being notified of the issue.
- For pay overages, the City will deduct the full amount over multiple pay periods after either identifying or being notified of the error. The number of pay periods for the deduction will be determined by the amount owed the City. Employees authorize the City to take deductions from their pay check until the amount of the overpayment is paid in full.

SECTION 7: INCLEMENT WEATHER

The change in this section addresses closing/reopening for inclement weather.

Policy

- The City will report the closing/reopening of City offices on the City Website and with local media outlets.

CHAPTER III EMPLOYMENT PRACTICES

SECTION 1: EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The change in this section is related to discrimination and harassment of volunteers and unpaid interns.

Discrimination and Harassment

- All employees, applicants, vendors, volunteers and unpaid interns are eligible to file a discrimination and/or harassment complaint. The City takes all complaints seriously. Acts of discrimination and harassment by any employee are prohibited. Employees and supervisors should make every effort to resolve problems or issues informally through discussion and consultation. If these efforts do not resolve the problems or issues, the employee may initiate proceedings as specified in this policy in order to resolve those matters.

SECTION 3: SEXUAL HARASSMENT POLICY

The change in this section addresses sexual harassment of volunteers and unpaid interns.

Policy

- The City of Round Rock is committed to providing a work environment free from harassment, offensive behavior or intimidation or intimidation on the basis of a person's sex. This policy affirms the City of Round Rock's position against sexual harassment and ensures that all employees, applicants, vendors, volunteers, and unpaid interns are provided a work environment free of sexual harassment, as well as to provide for reporting allegations of sexual harassment.

SECTION 8: SEPARATION PROCEDURES

The changes in this section are related to help desk tickets for employees separating from the City.

Separation PA

- Personnel Action (PA) for employees separating from the City must be generated as soon as it is known that an employee is leaving the City. Failure to do so may jeopardize the timelines of the employee's final paycheck/direct deposit. A helpdesk ticket must be created to cancel all City accounts, i.e. computer and email access. Based on business necessity, a Director may request the exiting employee's emails be forwarded to their supervisor for a period not to exceed 60 days.

SECTION 10: PERFORMANCE MANAGEMENT

The change in this section clarifies pay for performance/reviews.

Policy

- Regular status employees' performance will be evaluated twice a year, in April and September. The review conducted at the end of the appraisal period will serve as the basis for pay for performance when affordable. In order to be eligible for pay for performance an employer must be hired by October 1 of the current fiscal year.

Types of Performance Reviews

- **Regular Performance Review**
Performance ratings are not subject to appeal as indicated in the employee grievance procedure outlined in this policy manual.

CHAPTER IV SALARY ADMINISTRATION

SECTION 1: POSITION CLASSIFICATION

The changes in this section address clarifying the types of employees hired in the City.

Employee Type

- **Regular Full time** – an employee who works 30 or more hours in a budgeted position. Regular full time employees will serve a probationary period upon employment with the City.
- **Regular Part time** – an employee who works 29 hours or less in a budgeted position. Regular part time employees will serve a probationary period upon employment with the City.

- **Temporary employee** – is not assigned a probationary period upon employment with the City. Temporary employees are employed to accomplish specific short-term or seasonal assignments. Most temporary employees will complete assignments within six months. However, in some specialized positions, a Department Director may decide whether to retain an employee longer than six months with review and approval of the Human Resources Director. A temporary employee who is hired into a regular budgeted position must serve a probationary period of six months.

SECTION 5: RECLASSIFICATIONS

The changes in this section address pay adjustments due to reclassifications.

- If a position is reclassified and remains assigned to the same pay grade or is moved to a lower grade, no pay adjustment will take place.

CHAPTER V EMPLOYEE BENEFITS

SECTION 9: HOLIDAYS

The changes in this section address holiday pay.

Holiday Pay

- Public Service non-exempt employees who work on a holiday will be paid for the hours worked at straight time and will receive 8 hours of holiday pay.
- Employees who are sick on a holiday for which they are scheduled to work will document the leave as holiday leave rather than sick leave.
- If an official holiday falls within a Public Service employee's vacation, the employee will be granted the holiday and not charged for a day of vacation.